

Questions and Answers
from Orientation for RFP HTH 440-10-02
December 16, 2004

Q1. In a collaboration between two (2) or more agencies running at multiple sites, could one (1) agency act as lead and apply for more than \$100,000.

A1. Collaboration is encouraged, however, the amount of funding per site is \$100,000.

Q2. Can an agency running two (2) different programs at two (2) different sites apply for each separately, or do they need to be applied for jointly?

A1. They may be applied for separately.

Q3. Is the workplan (described on page 4-6 of the RFP) considered a part of the five-page limit of the Service Delivery section?

A3. It is permissible to make the workplan an attachment to the proposal and just make reference to it in the five-page Service Delivery narrative.

Q4. Are the measures in the table (pages 2-6 and 2-7 of the RFP) all required.

A4. Use those measures that are appropriate and achievable as a result of participation in the proposed program.

Q5. Is the budget page for “Organization-Wide Budget by Funds” required?

A5. This form is no longer required for this RFP.

Q6. Does the “organization-wide” organization chart need titles and names of staff for every program?

A6. On the “organization-wide” organization chart provide, at a minimum, the name and title of the program administrator.

Q7. Please give more detail on “cost allocation worksheet.”

A7. Specific questions regarding cost allocation or the worksheet itself may be directed to the ADAD Public Health Administrative Officer, Jully Lim by emailing him at jvlim@mail.health.state.hi.us.

Q8. Does the Executive Director sign the Code of Ethical Conduct for Prevention Professionals?” If not, who?

A8. For purposes of the proposal, the Executive Director may sign a copy of the Code of Ethical Conduct for Prevention Professionals and include it as an attachment to the proposal. If a contract is awarded from this RFP, the Code of Ethical Conduct for Prevention Professionals is to be signed by the Executive Director, the program administrator, and staff and volunteers providing prevention services funded through this RFP. The signed original of the Code is to be placed in the personnel file of such staff and will be reviewed during contract monitoring. The organization may give each staff a photocopy of the signed Code for their own reference.

Q9. Is Minimum Data Set (MDS) reporting required under this contract?

A9. The web-based MDS system will not be used for contracts funded through this RFP. Similar data elements will be collected in a written format via the monthly and year-end reports.

Q10. Are background checks sufficient for the fingerprint requirement? If not, where are fingerprint services available?

A10. Background checks only give information about a person's criminal history in Hawaii. Only fingerprinting can be used to conduct nationwide criminal history checks. Fingerprinting services are available at: Hawaii Criminal Justice Data Center (HCJDC), Department of the Attorney General, Kekuanao'o Building, 465 S. King St., Room 101, Honolulu, HI 96813. The HCJDC is open Monday through Friday from 7:45 a.m. – 4:30 p.m.. Their phone number is (808) 587-3100.

Q11. On page 2-2 "eligible applicants," not-for-profit organizations are not mentioned. For profits are. Is this an error.

A11. "Not-for-profit organizations" are definitely welcome to apply. "For profit organizations" were specifically added so that the small percentage of social service organizations that operate for profit would not be eliminated from competition. "Businesses" were also added for the same reason and are often important partners in community-based prevention programs. The other groups listed on page 2-2 are generally either non-profit organizations or government agencies.

Q12. Can we ask questions after the 17th?

A12. Questions directly related to information conveyed at the December 16 orientation must be asked by 4:00 p.m., December 17.

Q13. Does ADAD have any priority areas in terms of geographic regions, age served/demographics, or service areas?

A13. ADAD seeks services on each island and gives priority to those services and target populations named in Act 40. Please see Section 2, I.A., Page 2-1 of the RFP.

Q14. What is the acceptable percentage of overhead cost?

A14. Overhead costs will vary among programs due to a variety of situations. Federally-approved indirect cost rates are not applicable to this RFP. It is advisable that the applicant discuss specific overhead (indirect cost) questions with the ADAD Public Health Administrative Officer, Jully Lim. He may be sent questions by emailing him at jvlim@mail.health.state.hi.us.

Q15. Is ADAD willing to fund more than two organizations within one community?

A15. Yes, if all islands are served, if funding allows, and if the services are not duplicative.

Q16. I am seeking staff for employment and organization collaboration on the Big Island, Kauai, Oahu, and Maui, Molokai, or Lanai for this RFP. Can individuals interested in collaboration contact me?

A16. Yes. Such collaborative efforts are encouraged.

Q17. In regards to outcomes...may we design our own measurement/outcome tool or do applicants need to use a standardized tool. Justification for designing our own tool is because all of our programs are individualized to meet the unique needs, goals, and desired outcomes of each individual and/or group. For our existing programs we often modify our general pre- and post-evaluations and make them more individualized for each participant/client. We get input from the client and their parents/guardian/care provider and create personal outcome measures. Or do you prefer a typical standard tool to be used?

A17. What you have described is really an ideal situation in regard to measuring behavior change by individuals. ADAD minimally wants a standardized tool as a basis for evaluating Act 40 outcomes across all programs. Additional tools, however, may also be used by the program to individualize and customize evaluation.

Q18. In regards to vehicle purchase...Can funds be used to purchase a new OR used vehicle? Or is there a stipulation on new vs used.

A18. Either new or used vehicles may be purchased.

Q19. If an applicant does budget for a vehicle purchase but the amount budgeted will cover 25% of the total vehicle cost, does the applicant still need to turn the vehicle over to the state at the end of the contract term? Dollars are allocated to cover only costs need to provide service stated on the contract. After and during the contract period the agency will continue to use the vehicle for additional and other agency programs.

A19. It is possible at the end of the contract term to reimburse that portion of the vehicle cost or to make a written request to ADAD to keep the vehicle, justifying its continued use for substance abuse prevention or treatment services.

Q20. In regards to the contract term...Are you suggesting that the applicant's proposal reflect a service delivery period of 11 months? (May 1, 2005 – March 31, 2006) During the discussion we heard anywhere between 7-12 months. According to the Procurement Table, it seems as the 11 months is appropriate.

A20. As shown on the Procurement Timetable, ADAD is targeting a contract start date of May 1, 2005. It is reasonable to budget for an 11-month period.

Q21. Does Form SPO-H205B need to be submitted with the proposal.

A21. Please see the answer for Q5.

Q22. What is the GPRA instrument and where may it be obtained?

A22. GPRA refers to the Government Performance and Results Act of 1993. The purpose of the act was to restore public confidence by holding federal government agencies accountable for outcomes. ADAD's federally-funded prevention services are required to collect GPRA data as ADAD must be accountable for outcomes produced through federal funding. The GPRA instrument is available online in printable, spreadsheet, or MS Word compatible versions. Go to <http://preventionplatform.samhsa.gov> and click the "Evaluation" tab, then "Measures and Instruments Repository." Click the "Instruments" tab and type "GPRA" in the keyword space. Click on the link "Instrument: CSAP GPRA Client Outcomes Measures for Discretionary Programs – Youth Form (2002).

Q23. Is an applicant required to use the GPRA instrument? Might an applicant use an instrument such as a pre/post test that focuses on measures shown on pages 2-6 and 2-7?

A23. The GPRA instrument gathers the same data needed by ADAD to demonstrate accountability and for use in assessment, planning, and evaluation. Using the same instrument for all ADAD-funded programs permits cross-evaluation of programs even though they may be funded by different funding streams. The GPRA instrument collects the measures shown on pages 2-6 and 2-7 of the RFP.

Q24. Are performance targets limited to those shown on the tables on pages 2-6 and 2-7?

A24. These are the outcomes which are common to all programs funded through this RFP. Programs may also have other outcomes which they may want to measure as part of the organizations quality assurance.

Q25. For a youth center, would the last performance measure, Increased Access to Services, with documentation noted, be sufficient?

A25. Yes. Documentation should include the demographics shown in the table on page 2-7 and a narrative describing increases in youth center usage by targeted groups or as a result of outreach efforts, the availability of transportation, etc.

Q26. May milestones referenced on page 4-6 be attached? Is the term there generic or a specific reference to the milestone format that ADAD has used in the past?

A26. This is a generic reference although the intent is essentially the same. What is intended is the presentation of a logical sequence of achievable (and measurable) steps than when completed will ultimately lead to achievement of the specified outcome.

Q27. Section 5: Attachments. The only attachments that I downloaded are the checklist and Code of Ethical Conduct. Are there any others, for example a sample title page?

A27. The checklist and Code of Ethical Conduct are the only two attachments.

Q28. Page 3-3 references a staffing position chart section C-2. As mentioned I don't see such an attachment.

A28. ADAD's intent was to include some form of staffing position chart to make it easier for the applicant to respond to the Proposed Staffing section. Two inadvertent errors occurred here. One, the form was not included in Section 5; and two, it would not have been numbered C-2 if it were included. A staffing position chart will be included in an addendum to the RFP.